



**Department of Employee Relations
Salary Adjustment Guidelines for 2016
Common Council File # 151209
January 6, 2016**

ADMINISTRATION OF SALARY INCREASES

The Department of Employee Relations is authorized under provisions of the Salary Ordinance to develop guidelines and procedures for the administration of pay progression practices established under Common Council File #151209. These guidelines are established to carry out the intent of the Salary Ordinance as interpreted by the Department of Employee Relations.

AMOUNT OF SALARY ADJUSTMENTS

Eligible employees will receive pensionable and base building adjustments up to the maximum of their pay ranges.

Group A

Employees in good standing as defined in guidelines established by DER, will receive a salary adjustment that is 2% of the minimum of the pay range, or the minimum recruitment rate as footnoted in the corresponding pay range.

Group B

Eligible employees will receive a salary adjustment based on their rating as specified below under a performance merit plan established by DER.

- i. *2% of the midpoint of the pay range the position is assigned to for employees who receive a "fully satisfactory" rating, or*
- ii. *4% of the midpoint of the pay range the position is assigned to for employees who receive an "outstanding" rating.*
- iii. *3% of the midpoint of pay range the position is assigned to for Legislative Assistants in the Common Council – Office of the City Clerk provided they are otherwise eligible.*

EFFECTIVE DATES AND TIMING OF THE INCREASES

For Group A, a determination of an employee's eligibility will be made near or on the employee's anniversary date. Individuals with anniversary dates in Pay Periods 1 -3 of 2016, should be assessed as soon as administratively possible but no later than February. The salary adjustment, when granted, will be retroactive to Pay Period 1 of 2016.

Salary adjustments for eligible employees in Group B will be effective as follows. Employees with salary anniversary dates during Pay Periods 1 - 13 will be evaluated in Pay Period 14. The salary adjustments, if granted, will be effective Pay Period 14, 2016. Employees with salary anniversary dates between Pay Period 14 and 26, will be evaluated on or near their anniversary date but the salary adjustment, if granted, will be effective Pay Period 14 of 2016. It is the intent of this provision to make salary adjustments for this group effective no earlier than Pay Period 14 of 2016.

ELIGIBILITY CONSIDERATIONS

Employees who are in positions that are part of an approved Career Ladder or who are represented by a certified bargaining unit are not eligible for the salary adjustment provisions approved by the Common Council per File# 151209. In general, employee groups covered by the proposals are:

Group A

Eligible employees who achieve a “good standing” status per guidelines developed by the DER and documented on an “Employee Assessment” form for non-career ladder positions in one of the following sections of the Salary Ordinance:

Section 3 – Technicians

Section 5 – Paraprofessionals

Section 6 – Administrative Support

Section 7 – Skilled Craft

Section 8 – Service & Maintenance (Excluding Operations Driver Workers represented by the Milwaukee Operations Driver Worker Union, Inc.)

Group B

Eligible employees who, based on merit principles, achieve a “fully satisfactory” or “outstanding” rating per guidelines developed by the DER and documented on a performance appraisal in non-career ladder positions classified as:

Section 1 - Officials and Administrators

Section 2 - Professionals

Section 4 - Protective Service (non- represented sworn)

Disqualifiers:

- Probationary employees are not eligible to receive salary adjustments until they have successfully completed their probationary period and have completed 26 pay periods of service
- Employees who are under the terms of a Performance Improvement Plan.
- Employees who have received disciplinary action in the 6 month period prior to their anniversary date for Group A.
- Employees who have received discipline during the 6 month period immediately preceding their “performance appraisal “. For Group B employees the six month period is determined as follows:
 - If anniversary date is during PP 1 - 13: six month period is PP 1-13;
 - If anniversary date is during PP 14-26: six month period is six month period prior to anniversary date.Note: if the disciplinary action is overturned as a result of a disciplinary grievance process, the employee may be eligible provided that he or she is otherwise qualified.
- Managers and supervisors who have failed to complete employee assessments and/or performance appraisals for direct reports will not be eligible for salary adjustments until completion of all required forms.

Performance Requirements:

To be eligible for salary adjustments, non-probationary employees in Group A must be in good standing as documented in an “Employee Assessment” form to be completed by their supervisor. To be in “good standing” an employee must receive a meet job requirements rating or higher in the majority of the applicable assessment factors.

To be eligible for a salary adjustment, non-probationary employees in Group B must receive a “fully satisfactory” or “outstanding” rating as part of a performance appraisal plan established by DER.

Exclusions

Employee groups who are ineligible for salary adjustments allowed under Common Council File # 151209 include:

- Employees holding positions in approved Career Ladders
- Assistant City Attorneys

- Intermittent and Hourly employees
- Members of Boards and Commissions
- Elected Officials
- Employees of the Employee's Retirement System whose compensation is determined by the Pension Board
- Sworn members of MPD and MFD who are represented
- Operation Driver Workers in DPW

EMPLOYEES AT OR NEAR THE MAXIMUM OF THEIR PAY RANGE

Salary increases are base building and pensionable but are capped by pay range maximums.

Employees near the max: are eligible to receive a base building pensionable salary adjustment up to the maximum of the pay range. The difference will be paid in a lump sum non pensionable non base building amount in Pay Period 27 or the pay period when the employee separates from the service. The lump sum payment amount will be prorated based on actual hours paid.

Employees at or above the max: are also eligible for non-pensionable lump sum payments instead of base building and pensionable salary adjustments. These payments will be made in Pay period 27 or the pay period when the employee separates from service. The lump sum payment amount will be prorated based on actual hours paid.

NOTIFICATION OF SALARY ADJUSTMENT FORM

At the close of each pay period, departments shall complete and forward to DER a copy of the "notification of Salary Adjustment Form for all employees with anniversary dates for the pay periods. The form shall document salary adjustments granted or denied by the department during that pay period. This includes employees who do not receive an adjustment based on disqualifiers.

SALARY ANNIVERSARY DATES

An employee's salary anniversary date is established after meeting both of the following criteria:

- Having passed probation in the current job title*, *and*
- After completion of 26 pay periods on payroll in the current job title.

**Note: Probationary periods do not apply to employees appointed to a position that is exempt from City Service Commission rules, therefore the salary anniversary is established after the employee has completed 26 pay periods on payroll in the position.*

Changes to a Salary Anniversary Date:

For 2016 ONLY* – an employee who has served a disciplinary action or has been on a Performance Improvement Plan (PIP) within the six month period immediately preceding his/her salary anniversary date will have the ability to establish a new salary anniversary date six months after the discipline, or six months after completion of the PIP.

A change in job title (promotion / demotion) or transfer of an employee to a different department will require establishing a new salary anniversary date after completion of 26 pay periods on the payroll in the new job title or department.

A transfer to a different assignment within the same department and in the same job title does *not* require a new salary anniversary date.

The salary anniversary date is adjusted for time off payroll (10 or more full work days off payroll will move the salary anniversary date into a later pay period).

EFFECTIVE DATE OF SALARY ADJUSTMENTS

For Group A employees who are in good standing as a result of the Employee Assessment, and who are otherwise eligible for a salary adjustment:

Group A	When Salary Anniversary Date Established / Re-Established	When Receive Salary Adjustment	Retroactive to PP 01, 2016
No discipline or PIP within the past six months	Established upon completion of 26 pay periods on payroll	At time of successful Employee Assessment on salary anniversary date	Yes
With discipline or completion of a PIP within the six months preceding the salary anniversary date, and where the discipline or completion of a PIP occurred prior to PP 01, 2016	Re-established after completion of six months on payroll with no further discipline or PIP	At time of successful Employee Assessment on re-established salary anniversary date	Yes
With discipline or completion of a PIP within the six months preceding the salary anniversary date, and where the discipline or completion of a PIP occurred during or after PP 01, 2016	Re-established after completion of six months on payroll with no further discipline or PIP	At time of successful Employee Assessment on re-established salary anniversary date	No

For Group B employees who achieve fully satisfactory or higher rating in all factors on the Performance Appraisal, and who are otherwise eligible for a salary adjustment:

Group B	When Salary Anniversary Date Established / Re-Established	When Receive Salary Adjustment	Retroactive to PP 14, 2016
No discipline or PIP within the past six months	Established upon completion of 26 pay periods on payroll	At time of successful Performance Appraisal on salary anniversary date	Yes
With discipline or completion of a PIP within the six months preceding the salary anniversary date	Re-established after completion of six months on payroll with no further discipline or PIP	At time of successful Performance Appraisal on re-established salary anniversary date	No

SALARY ADJUSTMENT DENIALS

Departments will be required to implement an administrative review procedure when employees are deemed ineligible for salary adjustments based on a determination that the employee is not in good standing. Employees who are denied an adjustment based on an “unsatisfactory” performance evaluation may ask for an administrative review from the DER.